ARCHIVES: *The Living Constitution*

Fall 1987
Meeting
Mid-Atlantic
Regional
Archives
Conference

Charleston, West Virginia

October 15 - 17

Archives:
The Living Constitution

The conference theme is inspired by many celebrations commemorating the bicentennial of the Constitution underway throughout the MARAC region. Events of two hundred years ago, from the convening of the Convention, to the approval of the Constitution on September 17 and its ratification by the first state, Delaware, on December 7, 1787, make 1987 a landmark year for celebrating, considering, analyzing, and documenting the Constitution.

Archives as materials and holdings document the rights and history of individuals and groups. As agencies and institutions, they are responsible for selecting, preserving, and making available their holdings. As buildings, they provide both symbol and shelter, serving as guardians of the past and guarantors of the future. They protect and safeguard these holdings and provide a sanctuary for research, education, edification and outreach. Archives in all their aspects are vital threads in society's fabric and may, in fact, be described as a "Living Constitution."

The sessions are designed to explore, review, and celebrate the variety of ways in which Archives exemplify aspects of a Living Constitution.

Thursday, October 15

9 a.m. — 7 p.m.
Registration — Marriott Lobby

9: 30 a.m. — 5 p.m.
WORKSHOPS

A. Starting an Electronic Records Program
Margaret Hedstrom, *New York State Archives*

This workshop will assist top-level administrators in developing and implementing plans for the management and archival preservation of machine-readable records. Participants will draft plans and implement strategy based on the needs and resources of their institutions. Familiarity with computers and data processing are not necessary.

Pre-registration required and limited to 25.

Registration fee: $30.00

B. Managing Local Government Information (Not Just a Priority — A National Emergency!)
Darrell Gabhart, *Manager, Kentucky Local Records Program*
Jerry Carlton, Jeffrey Duff and **Frank Levstik,** *Kentucky Archives and Records Regional Administrators*

Workshop is designed to provide participants with a basic

plan for developing and implementing a records/information management program in a local government environment. Topics addressed will include: appraisal and retention scheduling; use of micrographics; vital records protection; disaster recovery; conservation and preservation techniques; and ways to gain support and funding for your program. Workshop presenters will share the extensive expertise developed in the Kentucky local records program.

Pre-registration required and limited to 50.

Registration fee: $30.00

C. Beyond the Basics: Managing a Small Archives Repository
Thomas Frusciano, *Archivist, New York University Archives*
Denis Sennett, *S.A., Archivist, Friars of the Atonement Archives*

This workshop is designed especially for the archival staff of small or one person institutions, who have completed basic archives training and are familiar with the workings of their institutions. Participants will receive a managerial prospective on archival operation which will aid in increasing the efficiency of their institution. Areas covered will be mail, walk-in, and telephone requests; accession policies and procedures; volunteers, full and part-time staff; public relations, outreach programs and long-range planning.

Pre-registration required and limited to 25.

Registration fee: $30.00

TOURS
See flyer for information on options and registration

5:30 p.m. — 7:30 p.m.
Steering Committee

7:30 p.m. — 9:30 p.m.
Publications Committee

9 p.m. —
Hospitality Suite

Friday, October 16

7:30 a.m. — 4 p.m.
Registration

7:30 a.m. — 8:30 a.m.
Custer Committee Breakfast Meeting

7:45 a.m. — 8:30 a.m.
New Member Welcome

8:30 a.m. - 10 a.m.
CONCURRENT SESSIONS

1. "Privacy Act Expungements: A Necessary Evil?" (Individual Privacy v. the Public Right to Know)

The merits of destroying or retaining certain permanently scheduled records under the Federal Privacy Act will be debated by the panelists.

Chair: **Roland M. Baumann,** *Archivist, Oberlin College Archives*
Panel: **Greg Bradsher,** *Archivist, National Archives and Records Administration*
Topic: "We Have a Right to Privacy"
Panel: **George Chalou,** *Liaison To Agency Historians, National Archives and Records Administration*
Topic: "We Have a Right to Know"

2. "History, Archives, and Business: Crossover Themes to the Benefit of All"

This session explores two situations where history, archives, and business interact. The first explores instilling the "spirit" of history into a private organization made up of business and trade people and using this sense to generate an archives and records management program. The second presents a model for the utilization of business organization and technique in funding a university archives and records center.

Chair: **G. David Anderson,** *University Archivist, Colgate University*
Panel: **Mary Ann Coyle,** *Archivist, United Association of Plumbing and Pipefitters*
Topic: "Catching the Spirit: An Archives for History's Sake"
Panel: **Mark Frazier Lloyd,** *University Archivist, University of Pennsylvania*
Topic: "The Marketplace for Archivists: An Entrepreneur's Model for Linkage"

3. "Documenting the Documentless"

It is often assumed that there is very little documentation of the people of Appalachia and their traditions. By examining the rich oral tradition and other examples of the culture, this session proves the assumption untrue.

Chair: **George Parkinson,** *West Virginia Collection, West Virginia University*
Panel: **Lisle Brown,** *James E. Morrow Library, Marshall University*
Topic: "The Oral History Program at Marshall University"
Panel: **Herbie Smith,** *Appal Shop*
Topic: "Examples of Films that Document Appalachia"

4. "Local Public Records Programs: Current and Future Issues Facing State Archival Agencies"

Discussion of key components of state sponsored local government records programs focusing on the delivery of archival and records management services to counties, municipalities, and school districts. Topics include the enforcement of micrographics standards, the establishment of local archives, records legislation, the storage of security microfilm, and compliance with records retention schedules.

Chair: **Frank Suran,** *Archives and Local Records Head, Pennsylvania State Archives*
Panel: **C. Russell McCabe,** *Local Records Coordinator, Delaware State Archives*
Panel: **Joseph Falca,** *Records Analyst, New Jersey State Archives*

BREAK

10:15 a.m. — 11:45 a.m.

CONCURRENT SESSIONS

5. "State Archival Histories"

Ohio and West Virginia are neighbors with strikingly different patterns of archival and records management development. Neither state fared well in Ernst Posner's 1964 evaluation in *American State Archives.* Panelists focus on the separate paths the two states have taken, and in so doing highlight the value of archival history.

Chair: **Gregory Stiverson,** *Assistant State Archivist, Maryland State Archives*
Panel: **Dennis East,** *State Archivist, Ohio Historical Society*
Panel: **Fred H. Armstrong,** *State Archivist, West Virginia Department of Culture and History*

6. "Government Records of Joint Interest"

A round table discussion considering establishment of acquisition policies, rationalization of existing holdings, and new selection and sampling techniques for records with administratively divided, shared, or parallel responsibilities, from federal, state, and local perspectives.

Chair: **Frank Evans,** *Deputy Assistant Archivist, National Archives and Records Administration*
Panel: **Jeanne Young,** *Archivist, National Archives and Records Administration*
Panel: **Thomas Mills,** *Archivist, New York State Archives*
Panel: **William LeFurgy,** *Archivist, National Archives and Records Administration*

7. "Building Your Clientele: Outreach Programs for New Audiences"

During the past several years, archivists have devoted considerable time and thought to attracting new audiences. This panel features three archivists who will discuss innovative outreach programs structured to meet the needs of nontraditional users.

Chair: **Elsie Freeman,** *Director, Office of Public Programs and Exhibits, National Archives and Records Administration*
Panel: **Fritz Malval,** *Archivist for Hampton Institute Archives*
Topic: "Public Programs and Afro-Americans in Virginia"
Panel: **Kathleen Roe,** *Associate Archivist, New York State Archives*
Topic: "Developing a Program for Women's Sources in New York State"
Panel: **Donna Wells,** *Photographic Archivist, Gallaudet College Archives*
Topic: "Archival Outreach and the Hearing Impaired"

8. "The Critical Eye: Three Ways of Looking at the Photographic Image"

At the point of photographic creation is the photographer's

eye and hand; at the end of the image's life cycle is the user who decides which images will best illustrate a printed or video text. In order to appraise such records, the archivist must know something of both decision making processes. Using the specific problems of appraisal as a focus, participants discuss the photographic image from three points of view — the photographer, the archivist, and the picture researcher.

Chair: **Tom Connors,** *Photo Archivist, George Meany Memorial Archives, AFL-CIO*
Panel: **Frank Herrera,** *West Virginia Photographer, Guggenheim Fellow*
Panel: **Katie Kirwan,** *Exhibition Coordinator, New York City Department of Records and Information Services*
Panel: **Erika Gottfried,** *Research Librarian, Time, Inc., former film and photo researcher*

12 noon — 1:30 p.m.
LUNCHEON
Speaker: Leonard Rapport
Subject: "From Maine to Georgia with Camper and Camera: An Archival Odyssey"

1:45 p.m. — 3:15 p.m.
CONCURRENT SESSIONS

9. "Sticks and Stones: Documenting Buildings"

With current attention to adaptive reuse and historic preservation of buildings, the documentation of construction work, past and present, is of particular importance. Two studies discuss various aspects of maintaining a textual as well as architectural record.

Chair: **Rodney Collins,** *Architectural Historian, West Virginia Department of Culture and History*
Panel: **John Hackett,** *Archives Specialist, Office of the Architect of the Capitol*
Topic: "Construction Records of the U.S. Capitol: A Reappraisal"
Panel: **Martin K. Gordon,** *Historian, U.S. Army Office of the Chief of Engineers*
Topic: "Twentieth Century Military Construction Records for Peacetime, Wartime, and Emergency Use"

10. "Implementing the MARC Format"

A panel discussion designed to share the experiences of different kinds of institutions which are implementing the MARC format. Highlighted are the practical issues involved in applying the overall format in three specific situations.

Chair: **Avra Michelson,** *Smithsonian Institution*
Panel: **Eileen Parris,** *Assistant Curator, Colonial Williamsburg Foundation*
Panel: **Janet Gertz,** *Special Collections/Humanities Bibliographer, Pennsylvania State University*
Panel: **Judy Throm,** *Collections Manager, Archives of American Art*

11. "Displaced/Misplaced Records: Lost and Found Archives"

What does a government archives do when some of its key

historical records are missing or located in another depository? The panelists will discuss what they have done to locate such displaced or missing records and to make their holdings complete.

Chair: **Joan Lee Howard,** *Nixon Presidential Materials Project, National Archives and Records Administration*
Panel: **Louis Manarin,** *State Archivist, Virginia State Library*
Panel: **Elly Melamed,** *Archivist, National Archives and Records Administration*
Panel: **Dorothy Provine,** *Acting City Archivist, District of Columbia Archives*

BREAK

3:30 p.m. — 4:15 p.m.
KEYNOTE ADDRESS: Honorable Ken Hechler, *Secretary of State, West Virginia*

4:15 p.m. — 5 p.m.
State Caucus Meetings

7:30 p.m. —
The Cultural Center

An Evening at The Cultural Center

The evening at The Cultural Center will introduce MARAC registrants and guests to the music, stories, crafts and arts of West Virginia, including a special preview of the 1987 West Virginia Juried Exhibit and a concert in the theater followed by a reception in the Great Hall.

Saturday, October 17

8 a.m. — 9:30 a.m.
Breakfast/Business Meeting

9:45 a.m. — 11:15 a.m.
CONCURRENT SESSIONS

12. "Archives and the Law of Copyright: J. D. Salinger V. Random House Publishing Company"

A discussion of the Salinger case decision and how the judicial interpretation of "fair use" may affect future collecting policies, donor agreements, and the impact on future scholarship.

Chair: **William Joyce,** *Princeton University and President, Society of American Archivists*
Panel: **Michael Les Benedict,** *Professor, Ohio State University*
Topic: "Salinger v. Random House: Implications for Use and Research"
Panel: **Chris Runkle,** *Office of the Legal Counsel, National Archives and Records Administration*
Topic: "Salinger v. Random House: The Case"

13. "Information Policies and Public Needs"

The panelists will discuss a trend in government information policy affecting the availability of Federal data and publications and limiting of such information to formats which are difficult to use. Sources of this change including changing technologies, national security concerns, the economic crisis, privitization, and the implementation in 1986 of OMB Circular A-130 on the Management of Federal Information Resources will be discussed together with implications for Federal users of information services, the information industry, and the American citizen.

Chair: **Frederic J. Glazer,** *Director, West Virginia Library Commission*

Panel: **Bernadine E. Abbott Hoduski,** *Professional Staff Member, Joint Committee on Printing*

Panel: **Donald E. Fossedal,** *Superintendent of Documents, United States Government Printing Office*

14. "Documents of Disasters"

Records documenting disasters can further recovery efforts, protect the rights of individuals, and provide information that prevents recurrence. The panelists discuss the issues involved in documenting disasters, using examples of such records, types of documents involved, kinds of information available, uses or potential uses of the records, and gaps in documentation.

Chair: **Mary Ronan,** *Archivist, National Archives and Records Administration*

Panel: **Martin Cherniak, M.D.,** *Assistant Professor, Yale University*

Topic: "The Hawk's Nest Incident: America's Worst Industrial Disaster"

Panel: **Jack M. Holl,** *Chief Historian, U.S. Department of Energy*

Topic: "Documenting Disasters: Creating the Department of Energy's Nuclear Energy Data Base"

15. "Automation in the Small Archive"

A discussion of automation techniques in a small archive, including the necessity of in-house "want" and "need" analysis, selection of software to fit the list, and using or revising existing software to meet requirements.

Chair: **Emily J. Oakhill,** *Archivist, Rockefeller Archive Center*

Panel: **Tom Frusciano,** *University Archivist, New York University*

Topic: "Integrated Systems at the New York University Archives"

Panel: **Joann Moore,** *Curatorial Assistant, Helen Clay Frick Foundation*

Topic: "Selecting and Implementing a Purchased Software Package"

11:30 a.m. — 1 p.m.

General Session

16. "Reaping the Harvest: Preserving, Popularizing and Perpetuating West Virginia Musical and Oral Culture"

This session explores the rich folk music and oral traditions of West Virginia through the fieldwork of Michael Kline and the automated access system developed by John Cuthbert. They will demonstrate many of the problems inherent in folk music archives, the solutions provided by an automated access system, and the uses of these collections in recordings and publications to popularize and perpetuate West Virginia folk music and culture.

Chair: **Ken Sullivan,** *Director of Folklife and Editor of Goldenseal, West Virginia Department of Culture and History*

Panel: **John A. Cuthbert,** *Curator of the Sound Archives and* **Scott Schwartz,** *Technical Assistant, West Virginia University Library*

Topic: "Automated Access to Sound Archives"

Panel: **Michael Kline,** *Associate Director, Augusta Heritage Center*

Topic: "Sift the Meal, Save the Bran, Go to the Wedding Sally Ann"

1 p.m. — 5 p.m.

WORKSHOPS

D. Introduction to MicroMARC:amc

Fred Honhart, *Michigan State University Archives*

This workshop will introduce participants to the MARC format in general and the MicroMARC:amc, developed by Michigan State University, in particular. While designed for microcomputers, the system is adaptable to OCLC and RLIN. Participants will have the opportunity to work directly with the program.

Pre-registration required and limited to 20.

Registration fee: $30.00

E. Basic Audio, Video, and Film Archives on the Cheap: A Technical Primer

Richard Fauss, *Film Archivist, West Virginia Department of Culture and History*

This workshop is designed for those persons who wish to learn the basics of working with audiotape, videotape, and motion picture film. The first part of this workshop will consist of demonstrations in how to handle, dub and care for audio and videotape and film, as well as identification of common problems faced by the audiovisual archivist. A packet of resource material will be provided to each participant. In the second part of the workshop participants will be able to demonstrate and gain experience at the editing bench, splicing, rewinding film, and performing other basic procedures relating to film and tape collections.

Pre-registration required and limited to 6.

Registration fee: $15.00

General Information:

Registration correspondence and inquiries should be directed to:

Fall 1987 MARAC Local Arrangements Committee
The Department of Culture and History
The Cultural Center
Charleston, WV 25305
(304) 348-0230

Hotel for the Conference is:
Charleston/Marriott Hotel
200 Lee Street, East
Charleston, WV 25301
(304) 345-6500 or 1-800-228-9290

Reservations should be made directly with the Marriott and must be made by October 1, 1987.

Conference meeting locations are:

All general sessions — the Marriott

All workshops except MicroMARC:amc are at The Cultural Center

MicroMARC:amc workshop — University of Charleston

Friday evening performance and reception at The Cultural Center

MARAC
1987 Fall Program Committee

Karen Paul, Chair, *Senate Historical Office*
G. David Anderson, *Colgate University Archives, Case Library*
Fredrick Armstrong, *West Virginia Department of Culture and History*
Karen Benedict, *New York*
Greg Bradsher, *National Archives and Records Administration*
Tom Connors, *AFL-CIO Archives*
Christopher Densmore, *SUNY at Buffalo*
Fynette Eaton, *National Archives and Records Administration*
Joan Howard, *National Archives and Records Administration*
Frank Kurtik, *Hillman Library, University of Pittsburgh*
Cynthia Miller, *House Office of the Bicentennial*
Fred Miller, *Urban Archives, Paley Library, Temple University*
Bill Nolte, *Silver Spring, MD*
Mary Rephlo, *National Archives and Records Administration*
Rod Ross, *National Archives and Records Administration*
Maryellen Trautman, *National Archives and Records Administration*
Jeanne Young, *National Archives and Records Administration*

List of MARAC Officers:
Karen Dewey Paul, *President*
Martha Slotten, *Vice-President*
Brother Denis Sennett, *Secretary*
Gregory Hunter, *Treasurer*

MARAC Thanks:
The West Virginia Department of Culture and History
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Bookworm and Silverfish
Conservation Resources, International